

STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Elk Grove – Management and Budget **(FREE PARKING)**

CLASSIFICATION: Associate Governmental Program Analyst

SALARY: \$4255 - \$5172

FINAL FILING DATE: Until Filled

DUTIES: Under the supervision of the Deputy Director, Management and Budget, the AGPA independently performs assigned administrative and public affairs tasks and provides technical assistance for the Department of Fair Employment and Housing's (DFEH) Information Privacy Program (IPP). Duties include, but are not limited to: Coordinate with all DFEH divisions/units to collect programmatic information required for the Department's IPP. Identify classification of information and determine appropriate level of protection, identifying levels of risks for the compromise, breach, and corruption of the information, and developing a risk management plan to mitigate the risks. Develop the DFEH's IPP policies and procedures, which include a process for reporting of and responding to security incidents. Create and implement comprehensive education and training plans for promoting information security awareness, tools for training, and curriculum for education focused on information confidentiality, integrity, availability and personal privacy. Monitor compliance with the IPP and prepare reports regarding policy compliance. Manage the Department's publications function. Plan, organize and manage all activities related to the design, translation, coordination, purchasing, preparation, production, and distribution of the Department's publications. Make changes as needed to the DFEH's current publications using existing software. Consult with departmental staff at all levels in the organization concerning the design, procurement, inventory, and distribution of the Department's publications. Ensure that publications are maintained current with the FEHA which requires working closely with the Legislative Deputy Director and Chief Counsel to ensure that changes to the FEHA are incorporated timely into the DFEH's publications. Ensure that all Department publications are translated into multiple languages used by DFEH customers to ensure legal mandates are carried out. Serve as assistant to the Director, Chief Deputy Director, and Deputy Director, Management and Budget.

DESIRABLE QUALIFICATIONS: Excellent writing and analytical skills; the ability to work independently and to speak and write clearly, concisely and accurately; reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with different time frames. Ability to operate a computer and knowledge of Excel and Word software programs.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320